



**United States District Court  
District of Minnesota**

**CAREER OPPORTUNITY**

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Position:	Financial Technician
Location:	District of Minnesota St. Paul
Salary Classification:	CL 25 Range: \$36,689 - \$59,662
Starting Salary:	Depending on Qualifications
Closing Date:	Monday, October 22, 2007 at 5 PM

**Overview of the District of Minnesota**

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 active senior district judges, 6 authorized magistrate judges and a Clerk's Office staff of over 60 employees.

**Introduction:**

This position is located in the Financial Services Department of the Clerk's Office in St. Paul. The incumbent will provide support to the financial operations of the Clerk's Office and is responsible for the safekeeping, depositing, accounting and reporting of monies received by the court.

**Representative Duties:**

- ' Act as financial deputy
- ' Research Collections
- ' Perform daily deposits
- ' Generate cashier reports
- ' Perform unannounced audit of Circuit Library
- ' Maintain financial forms
- ' Vault duties
- ' Process Debit Vouchers- Fas4T
- ' Enter Party/Payees from J & C's into CCA
- ' Enter Primary Accounts from J & C's into CCA
- ' Reconcile BOP and USAO Collections
- ' Restitution Research
- ' Restitution File Set Up
- ' Research Transfer Cases
- ' Respond to Billing Inquires- phone
- ' Maintain Petty Cash Fund
- ' Correspond with Individuals, Law Firms, and Agencies Regarding Case Inquiries and Discrepancies
- ' Post Interest and Penalties to Cases
- ' Run IPAC report
- ' Special duties as assigned

**Qualifications:**

Good knowledge of financial reporting, accounting procedures and policies. Ability to understand relationships among accounts to anticipate the impact of proposed actions and/or recommend alternatives. Must be detail oriented and very organized. Excellent skill and accuracy working with numerical transactions. Good knowledge of various computer software packages including spreadsheets. B.A. preferred.

**Benefits:**

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court  
Attn: Human Resources Manager  
U.S. Courthouse  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415  
[hr-usdc@mnd.uscourts.gov](mailto:hr-usdc@mnd.uscourts.gov)

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. A background check is required.

***The Court is an Equal Opportunity Employer***